

Commission Meeting Minutes

December 16, 2013

1pm-3pm

Video-Conference

Billings, Bozeman, Helena, Kalispell, Missoula

| AGENDA | DIALOGUE | ACTION ITEMS |
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| I. Chair Karin Olsen Billings Welcomes and Opens Meeting | Meeting called to order at 1:05 PM | |
| a. Roll Call | <p><u>Commission Members Present:</u></p> <p>Billings –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Jim Corson <p>Bozeman –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chantel Schieffer <p>Helena –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Karin Olsen Billings <input type="checkbox"/> Heather Margolis <input type="checkbox"/> Nancy Matheson <input type="checkbox"/> Jackie Girard <input type="checkbox"/> Dustin Whitford <input type="checkbox"/> Jim Larson <input type="checkbox"/> Wendy Nicolai <p>Kalispell –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Robert Nystuen <p>Missoula –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Jack Chambers <p>Non Video Call –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kevin Myhre <input type="checkbox"/> Adam Vauthier <p><u>Commission Members Excused:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Erica Dunn <input type="checkbox"/> David Van Son <input type="checkbox"/> Scott Smith | |

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| | <u>Guests and Staff Present:</u> OCS- Dan Ritter, Jim Auer, Katie Gallagher, Marissa Perry, Betsy Miller, Kris MacIntyre State Parks- Katie McKeown and Ken Soderberg, MLSA- Casey Stephenson, PRC- Abby Zent | |
| b. Commission Meeting Minutes 10/24/13 | Chair Olsen Billings called for a motion to approve the minutes, Commissioner Nicolai moved to approve the minutes, Commissioner Nystuen seconded, the motion carried and the minutes were approved. | 10/24/13 meeting minutes approved |
| c. Announcements | Chair Olsen Billings explained the main focus of the meeting on AmeriCorps grant making process of the Commission, and the importance of this annual task for the Commission to vote on the Grant Review Workgroup recommendations for competitive funding. Chair Olsen Billings also introduced two new staff members from OCS: Betsy Miller- Intern, helping with Symposium planning and working on a special project to identify volunteerism in state government Kris MacIntyre- Program Assistant, helping with Symposium and other office tasks | |
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| II. Governor's Office of Community Service Updates | | |
| a. ServeMontana Awards, ServeMontana Symposium, Youth Serve Montana Scholarships, MLK Day of Service | Marissa Perry provided updates on the following: <ul style="list-style-type: none"> The Award Review Workgroup selections for award winners are due on December 18th. The ServeMontana Award ceremony will take on February 7th at noon in the Capitol Rotunda followed by a private luncheon at the Governor's Residence. Commissioners are invited to take part in the ceremony and luncheon. The ServeMontana Symposium will take place from March 12th-March 14th at the Red Lion Colonial Hotel in | |

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| | <p>Helena. The theme of the Symposium is the Power of Human Action. Commissioners are invited to attend and present at breakout sessions.</p> <ul style="list-style-type: none"> • OCS, Student Assistance Foundation, and Montana Campus Compact are teaming up for the ninth year to provide \$1,000 Youth Serve Montana Scholarships to high school seniors who volunteer 100 hours. Scholarships are due April 15, 2014. Commissioners are invited to help promote this opportunity. • The Martin Luther King Jr. Day of Service will take place on January 20th. Commissioners will be given information about service opportunities in their area and invited to participate in a service project on or around that day. • Commissioner Schieffer brought up that the award ceremony and Symposium used to be at the same time but now they are separated. Director Ritter explained that since the Symposium is now just National Service participants, it makes more sense to separate the two. Commissioner Schieffer agreed this is a good idea. | |
| b. AmeriCorps Update | <p>Jim Auer provided updates on the following</p> <ul style="list-style-type: none"> • The 2012 AmeriCorps grant year is effectively over with 3 members in the process of completing their terms • During the year 1,323 individual applied to serve in 300 slots available through Commission AmeriCorps Programs. • Together programs leveraged 4,194 volunteers. • Members served 363,300 hours and earned \$1.1 million in education awards. • Currently OCS is in discussions with OPI regarding a School Turnaround AmeriCorps application. • In the upcoming months we are expecting to see funding opportunities for 21st Century Conservation | |

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| | <p>Corps modeled and STEM focused programs. There was a funding opportunity for Vet Success AmeriCorps but Montana was not eligible.</p> <ul style="list-style-type: none"> • For the Commission Support Grant we are expecting significant alterations to reporting requirements and will be working to develop processes to meet these requirements. • Betsy is working on a project to identify where volunteerism is happening at state agencies and how OCS can find a niche to support state agency volunteer utilization. | |
| c. Ready Montana Update | <p>Katie Gallagher provided a brief overview of current ReadyMontana activities:</p> <ul style="list-style-type: none"> • OCS is in the middle of promoting the WinterReady Montana initiative. This year, the OCS will be partnering with Action for Eastern Montana and Missoula Aging Services to provide starter emergency supply kits to disabled, homebound seniors on the Fort Peck Reservation and in the Missoula area. • OCS is working on completing a 2013 Emergency Management Performance Grant (EMPG) to fund the ReadyMontana program for federal FY13. The Citizen Corps Program that previously supported the ReadyMontana program has been eliminated at the federal level. This is the first year that OCS is required to match the grant 1:1. OCS plans on requesting between \$130,000 and \$160,000. • Commissioner Matheson asked whether the 1:1 match was going to be a challenge for the OCS to identify. Katie Gallagher replied that the agency has a number of partnerships that it hopes to draw third party in-kind match from. • Commissioner Girard asked whether the Citizen Corps Program was completely eliminated by the Federal | |

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| | Emergency Management Agency. Katie Gallagher replied that it was and that the 2011 Citizen Corps funding that the office is currently expending represents the final disbursement. | |
| d. Finance Update | <p>Dan Ritter provided the following update on OCS finances:</p> <ul style="list-style-type: none"> • OCS received their notice of the grant award from CNCS, awarded on a continuation and receiving the partial amount of \$80,000. • Finished interviews on Friday for the Financial Manager position at OCS. Dan states OCS is hoping to hire someone to start at the New Year. • Dan went around and provided an update on the current, filled OCS staff positions per Commissioner Corson's request | |
| III. FY2013 AmeriCorps State Competitive Funding | | |
| a. Applicant Description | <p>Commissioner Margolis reported one continuation application from Montana Conservation Corps and 3 new and re-compete applications from Justice for Montanans Project, Montana State Parks AmeriCorps, and Energy Corps.</p> <ul style="list-style-type: none"> • Montana Conservation Corps <ul style="list-style-type: none"> • Requesting level funding • Adding .97 MSY and \$100k in match funds • Continuing to build their Veterans Corps and Bridging Cultures Corps • Justice for Montanans <ul style="list-style-type: none"> • Applying for \$227k to support 18 MSY • Currently they are funded at \$173k for 13 MSY • Montana State Parks AmeriCorps <ul style="list-style-type: none"> • Applying for \$167k to support 12.5 MSY • Currently they are funded at \$143k for 10.79 full time members • Montana Energy Corps <ul style="list-style-type: none"> • Applying for \$124k to support 10 MSY | |

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| | <ul style="list-style-type: none"> Currently Montana Energy Corps is not funded | |
| b. Funding Recommendation | OCS Staff recommended moving all 4 projects to the national 2014 competitive review with the Corporation for National and Community Service | |
| c. Public Comment | <p>Billings – Commissioner Corson asked Jim Auer for clarification on if we find out about competitive funding prior to the formula funding application. Jim Auer replied that hopefully the Grant Review Workgroup can review the formula applications shortly after word on the competitive grants. Commissioner Corson also asked if it is a problem to send three competitive applications on the environmental stewardship to CNCS. Jim Auer replied that it is not a problem, but hopes that CNCS will redo their strategic plan to focus more on environmental stewardship</p> <p>Helena – Commissioner Matheson asked if the applicants for competitive were intended to take the pressure off the formula applicants. Jim Auer replied that yes, it would take pressure off the formula since OCS cannot fully fund any programs at this point. Commissioner Girard asked if OCS plans on diversifying its programs, if now is the best time to spread word about the formula funding grant opportunity.</p> <p>Commissioner Matheson and Commission Margolis asked for more information on the Notice of Funding Opportunity and a timeline. Jim Auer replied that he would probably open the NOFO around mid-March and provide a cheat sheet to commissioners to help with getting the word out.</p> | |
| d. ACTION ITEM – Competitive Funding Recommendation | <p><u>Commission Members Present:</u></p> <p>Billings – <input type="checkbox"/> Jim Corson</p> <p>Bozeman – <input type="checkbox"/> Chantel Schieffer</p> <p>Helena – <input type="checkbox"/> Karin Olsen Billings <input type="checkbox"/> Heather Margolis</p> | All four applications to be submitted to the 2014 competitive review at Corporation for National and Community Service |

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| | <input type="checkbox"/> Nancy Matheson <input type="checkbox"/> Jackie Girard <input type="checkbox"/> Dustin Whitford <input type="checkbox"/> Jim Larson <input type="checkbox"/> Wendy Nicolai Kalispell – <input type="checkbox"/> Robert Nystuen Missoula – <input type="checkbox"/> Jack Chambers Non Video Call – <input type="checkbox"/> Kevin Myhre <input type="checkbox"/> Adam Vauthier Commissioner Margolis moved to advance all 4 projects to the national 2014 competitive review with the Corporation for National and Community Service. Commissioner Schieffer seconded the motion. Commissioner Olsen Billings called for a voice vote and the motion passed unanimously. | |
| V. Commissioner Reports and Updates | | |
| a. Commissioners, please share recent volunteer engagement | <ul style="list-style-type: none"> • Commissioner Olsen Billings announced that OPI organized a fundraiser/Bake Sale to help mitigate a mold issue for a family with 5 children and a husband serving in Kuwait • Commissioner Girard announced that she is developing an RFP for an economic opportunity non-competitive VISTA project. She also announced that Mayor’s Day of Recognition is April 1st and invited commissioners to reach out to their mayors • Commissioner Margolis stated that she is working with Brian Johnson (ED of United Way) and Family Promise on expanding a low-income after school project • Commissioner Schieffer announced that she has also | |

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| | <p>been volunteering with Family Promise and the Community Café which serves free dinner every night</p> <ul style="list-style-type: none"> • Commissioner Corson announced that he was asked to volunteer on the Head Start Policy Council and will be speaking to the new Billings METRO VISTA class • Commissioner Nystuen stated that employees at Glacier Bank rang bells for the Salvation Army and that Glacier Bank matched the funds raised • Commissioner Chambers announced that he has been busy volunteering for the local rotary, especially on a project about ending polio • Commissioner Myhre helped with a fundraiser at the Fairgrounds and a grand opening for a hospice house that opened doors through all donations • Commissioner Vauthier updated on his fundraiser with the Trail Society • Director Dan thanked Marissa for her work on the Giving Tree in the Governor's Office which provided over 70 gifts to the women and children at Helena's YWCA | |
| VI. New Business | Commissioner Whitford provided an introduction since this was his first commission meeting. He stated that he is honored to be here and is a councilman on the Chippewa Cree Business Committee. Additionally, he invited commissioners to take part in the powwow on August 1 st , 2014. | |
| VII. Public Comment | Ken Soderberg from Montana State Parks AmeriCorps thanked the Grant Review committee and Commission for their work with the competitive grants and sending them forward for CNCS review. He also discussed how the Montana State Parks AmeriCorps program is successful in addressing the issue of summer slide and continuing education for students year round. | |
| VIII. Adjourn | The meeting adjourned at 2:30 P.M. The next meeting is scheduled for March 12 th , 2014 in conjunction with the ServeMontana Symposium at the Red Lion Colonial Hotel in | |

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| | Helena. | |
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